



KHALSA COLLEGE FOR WOMEN, AMRITSAR

Affiliated to Guru Nanak Dev University, Amritsar

CODE OF CONDUCT



Established Since - 1968

INDEX

S. No.	Description	Page No.
1.	Code of Conduct for Teachers	1 - 9
2.	Powers and Functions of Principal of affiliated colleges as per GNDU	10
3.	Code of Conduct of Non - Teaching/Supporting Staff	11 - 12
4.	Code of Conduct for Students	13 - 14

Code of Professional Ethics of Teachers

(as per UGC regulations (Gazette of India, Part III Section 4))

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her/his students and the society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The national ideals of education which have already been set forth and which she/he should seek to inculcate among students must be her/his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- a. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b. Manage their private affairs in a manner consistent with the dignity of the profession;
- c. Seek to make professional growth continuous through study and research;
- d. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- e. Maintain active membership of professional organisations and strive to improve education and profession through them;
- f. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- g. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research:
 - i. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
 - ii. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and

college examinations, including supervision, invigilation and evaluation; and

- iii. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should

- a. Respect the rights and dignity of the student in expressing her/his opinion;
- b. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- c. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- d. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- e. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- f. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- g. Pay attention to only the attainment of the student in the assessment of merit;
- h. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- i. Aid students to develop an understanding of our national heritage and national goals; and
- j. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues:

Teachers should

- a. Treat other members of the profession in the same manner as they themselves wish to be treated;
- b. Speak respectfully to other teachers and render assistance for professional betterment;
- c. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- d. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

- a. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- b. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- c. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- d. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- e. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- f. Adhere to the terms of contract;
- g. Give and expect due notice before a change of position takes place; and
- h. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff

Teacher should

- a. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- b. Help in the functioning of joint-staff councils covering both the teachers and the non- teaching staff.
- c. .
- d. VII. Teachers and Society Teachers should:
- e. (1) Recognize that education is a public service and strive to keep the public

VI. Teachers and Guardians

Teachers should

- a. Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to

the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution

VII. Teacher and Society

Teacher should

- a. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- b. Work to improve education in the community and strengthen the community's moral and intellectual life;
- c. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- d. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- e. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

Conduct Ordinances for Teaching Staff

(in affiliated colleges as per GNDU norms laid in GNDU Calendar

1999 volume 4 page 27)

1. No employce shall take part in, subscribe to in aid of or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of Indian Union, or to disturb public peace.
2. No employee shall stand for elections to Parliament / State Legislature or Local Bodies without the prior permission of the Managing Committee.
3. No employee shall, except with the previous permission of the Managing Committee, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of newspaper.
4. No employee shall in any manner criticize adversely in public the administrative actions of the Managing Committee of his college.
5. No employee shall except in accordance with any general or special order of the Managing Committee or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person to whom he is not authorized to communicate such document or information.
6. No employee shall, except with the previous sanction of the Managing Committee, engage, directly or indirectly, in any trade occupation or business or undertake any employment. The permission of the Principal for undertaking private tuition work, which will not be more than one hour a day, will be necessary.
7. No employee shall appear in an examination without obtaining prior permission of the Principal. Provided that a teacher may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of literacy, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work if so directed by the Principal of his College, and in case of the Principal, if so directed by the Managing Committee. Provided that no permission shall be necessary for the examination work of this University or other Indian Universities for which additional emoluments are expected, the previous permission of the Managing Committee shall be necessary.

8. No employee in an affiliated College shall write or guide or a help book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work.
9. An employee shall habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.
10. No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to his service in the College.
11. No employee shall be a member, representative or office bearer, of any association representing or purporting to represent teachers or any class of teaching profession unless such association satisfies the following conditions:
 - a. its membership is confined to teachers or a distinct class of teachers and it is its membership is confined to teachers or a distinct class of teachers and it is open to all such employees or class of employees, as the case may be;
 - b. it is not in any way connected with any political party or organization or does not engage in any political activity.
12. General
 - a. Every employee shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
 - b. Unless in any case it be expressly provided for, the whole time of an employee shall be at disposal of the College and he shall serve the College in such capacity and at such places as he may, from from time to time, be directed by the Principal/ Managing Committee of his College, subject to such conditions as may be laid down by the University.
 - c. If a teacher, who is assigned an examination duty, either by the Local Controller of examination(Co-ordinator) or the University Office, fails to perform the same, he shall be treated as absent from his institution for the period in question, besides being liable to such other disciplinary action, under the rules.
 - d. No employee in College shall apply for any other job, post or scholarship without previous sanction of the Principal of his College or in case of the Principal, without the previous sanction of the Managing Committee. Provided persons appointed on contract basis may apply for a job or a post if the post or

the job for which they are applying is to commence from a date after the expiry of the period of contract.

- e. Save in exceptional circumstances, no employee shall absent himself from duties without having first obtained the permission of the authority provided in the leave Ordinances.
- f. No employee shall take part in any activity which in the judgement of Principal is calculated to lead to indiscipline in the College.

13. Consequent upon conversion of the Regulations into Ordinances relating to service and Conduct of Teachers of Non-Government Affiliated Colleges by the Syndicate vide its Resolution No. 31 dated 12.4.1975 and subsequently approved by the Senate on 13.7.1975; any act done or any action taken under the Regulations till date of conversion shall be deemed to have been done or taken and validated under the Ordinances as if this Ordinances was in force from 25.10.1970.

Institutional Code of Conduct for Teachers

1. Every teacher at all times shall serve efficiently, act in a disciplined manner and maintain complete integrity and devotion to duty.
2. Unless in any case it be expressly provided for the whole time of a teacher shall be at the disposal of the college for all academic and allied activities and he/she shall serve the college in such capacity and at such places as he/she may from time to time be directed by the Principal.
3. Whenever a teacher wants to apply for an outside job, post, or scholarship, he/she shall do so with the prior sanction of the college authorities.
4. Save in exceptional circumstances, no teacher shall absent himself/herself from his/her duties without prior permission of the competent authority.
5. No teacher shall take part in, subscribe to any or assist in any movement which tends to promote feelings of hatred or enmity between the different classes or subjects of the Indian Union, or to disturb public peace.
6. No teacher shall, except with the previous sanction of the competent authority own wholly or in part, conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper/periodical.
7. A teacher shall avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the competent authority.
8. No employee shall, in any manner criticize adversely in public the administrative actions of the college authorities.
9. No employee shall, except in accordance with any general or special order of the college authorities or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly, any official document or information to any employee or to any other person, to whom he/she is not authorized to communicate such document or information.
10. No employee shall, except with the previous sanction of the college authorities, engage, directly or indirectly, in any trade, occupation or business or undertake any employment. The permission of the college authorities for undertaking private tuition work, which will not be for more than one hour a day, will be necessary.
11. No employee shall appear in any examination without obtaining prior permission of the College authorities provided that a teacher may, without such sanction, undertake

honorary work of a purely social or charitable nature or occasional work of literacy, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer, but he/she shall not undertake or shall discontinue such work, if so directed by the college authorities and in case of the Principal, if so directed by the Managing Committee.

12. No employee shall write a help book or cheap notes.
13. The following lapses, if established after the enquiry shall constitute improper conduct on the part of the college teacher:
 - a. Failure to perform his/her academic duties including class lectures and demonstration, assessment, guidance, invigilation and such other acts or actions, which reflect on his/her stature as a teacher and the dignity of his/her profession.
 - b. Gross partiality in assessment of students, deliberately over marking or attempts at victimization of any ground whatsoever.
 - c. Inciting students against students or teachers or a colleague against colleague or engineering or spreading discontentment's of any kind among students, colleagues of the faculty or administration of such an institution. This, however, does not restrict the right of a teacher to express his academic difference relating to the basic principles or theories under discussion or consideration in seminars, or other extracurricular activities where students are the participants.
 - d. Raising question of caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the above consideration for improvement of his/her personal prospects.
 - e. Refusal to carry out the decision of appropriate administrative and academic bodies and/or functionaries of the College. But this will not inhibit his/her right to express meaningful and responsible difference with their policies or decisions. A militant approach is to be totally eschewed.

Powers and Functions of Principal

(of affiliated colleges as per GNDU norms laid in GNDU

Calendar 1999 volume 3 page 131)

The Principal shall have all powers and unfettered discretion in all matters, consistent with the rules framed by competent authority, pertaining to internal administration of the college which shall comprise of the following functions:

1. Distribution of work amongst the staff;
2. Admission, promotion and detention of the student.
3. Grant of fee concessions and award of stipends to deserving students;
4. Imposition of fines and remissions thereof;
5. Disciplinary action and imposition of penalties etc;
6. All expenditure out of Amalgamated Fund and other students" funds;
7. Appointment and dismissal of servants, peons and laboratory assistants, bearers etc;
8. Grant of leave to the staff;
9. Organization of all extramural activities;
10. Temporary appointment of teaching staff up to a period of three months to meet emergency against post provided in budget for the year.

Code of conduct of Non - teaching / Supporting Staff

1. Any person who chooses to be an employee of Khalsa College for Women, Amritsar must conform to ideals of Khalsa College Charitable Society philosophy which aims to do good for all and promote the spiritual, physical and mental well being of the employees.
2. Every employee shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations as set forth by the management from time to time.
3. Every member at all times should act in disciplined manner and maintain complete integrity and devotion to duty.
4. No employee should be found intoxicated in any kind while on duty or be appearing in a public place.
5. Every employee should carry out the directions of the office diligently and devote his her whole time to the services of the office in which employed.
6. No employee shall undertake a trip to a foreign country without prior approval.
7. No employee shall indulge in disrespectful behaviour, abusive language, rumour mongering, encouraging any form of malpractice connected with examination or other college activities.
8. Except in unexpected circumstances, no member shall absent him/herself from his her duties without prior permission of the competent authorities.
9. Every employee will be governed by the rules of the Managing Committee in the matters of leave and general conditions of service.
10. Every employee should establish and maintain clear and appropriate professional boundaries with their colleagues at all times.
11. No employee should accept any offers of loans, gifts, benefits or hospitality from anyone which may compromise their position.
12. No member shall take part in, subscribe to or assist in any movement which tends to promote feelings of hatred or enmity between the different classes of Indian Union or disturb public peace.
13. No employee shall except in accordance with any general or special order of the college authorities or in performance in good faith of the duties assigned to him communicate directly or indirectly any official document or information to any employee or to any other person, to whom he is not authorized to communicate such document or information.

14. During the period of an employee's employment in this office, if any employee's wants to apply for a post elsewhere, he/she must get his/her application forwarded by the Principal.
15. No employee shall, except with the previous sanction of the College authorities engage, directly or indirectly, in any trade, occupation or business or undertake any employment.
16. Raising questions of caste, creed, religion, race or sex in his/her dealings within the institution is prohibited
17. The employee should not engage in any private trade or take up additional work which is likely to interfere with the discharge of his her normal duties without the permission of the Secretary, Managing Committee.
18. No employee shall in any manner criticize adversely in public the administrative actions of the college authorities.
19. The employee shall avoid habitual indebtedness or insolvency.
20. All employees should dress up neatly and in a dignified manner.
21. All employees must have exemplary moral character. Loyalty and dutifulness of the employees should be an inspiration for all.

Code of Conduct for students

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the college campus.
2. Students must abide by the rules and regulations of the college and should act in a way that highlights the discipline and deference of the institution.
3. She shall be regular and must complete her studies in the college. In case a student is forced to leave the studies for any reason, such a student may be relieved from the college with the permission of the principal. Before leaving the college, the student has to clear all the pending dues of college hostel/mess. If the student has joined the college on scholarship/concession, the entire amount shall be revoked.
4. A 6 day working schedule from Monday to Saturday is followed. Every Monday during recess assembly is being conducted. All students are expected to stand in attention during the same.
5. Ragging is not allowed in college. The student indulged in such activities shall have to bear consequences as per UGC-guidelines 2009.
6. Students should dress up neatly and in a dignified manner. No student is allowed to wear provocative dresses in the college premises or while representing the institution in any function.
7. All the students are expected to keep the campus neat and clean. They must throw the waste in proper bins.
8. Students must close the taps, switch off lights, fans and other electrical appliances when not in use.
9. Students must deter from all forms of misconduct including partaking in any activity off campus which can affect the reputation of the college.
10. Any act of discrimination, physical or verbal based on individual caste, race, religion or religious beliefs, colour, region, language, disability, family status or mental disability shall not be allowed.
11. Intentionally damaging/destroying college property or property of others shall be treated as behavioral misconduct.
12. Student shall bear identity card and produce it on demand to officials.
13. Students must be kind, helpful and supportive towards their fellow students and always be courteous towards teachers and other employees.

14. Students can't leave the college before stipulated time as decided by competent authorities.
15. Students must read the notice board daily.
16. No student shall go for an academic/industrial/educational visit without the permission of college authorities.
17. Right to admission/entry in the college campus are reserved.
18. Students are not allowed to use mobile phones in academic area of the college.
19. Students are expected to use social media carefully and with responsibility.
20. Violation of code of ethics to shall be treated as punishable offense.